

SIGN IN SHEET

RFP PMB-2013-07	REQUEST FOR PROPOSALS FOR PROPERTY MANAGEMENT, MAINTENANCE AND RESIDENT SERVICES FOR THE FEDERAL LOW-INCOME PUBLIC HOUSING PROPERTIES UNDER ASSET MANAGEMENT PROJECT 45 ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA – Contract & Procurement Office located at 1002 North School Street – Building D, Honolulu, HI 96817 when you pick up your Request for Proposals (RFP) packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa at 832-6038.

Pre-Proposal Conference / Site Inspection:	October 31, 2013 9:00 a.m. – 10:00 a.m. Hawaii Standard Time (HST), Koolau Village Community Hall, 1027 Kamau Place, Kaneohe, HI 96744. Site inspection to follow at approximately 10:15 a.m. HST
Proposal Submittal Deadline:	Sealed proposals will be received until 4:00 p.m. HST on November 25, 2013 at the HPHA – Central Files, 1002 North School Street, Building D, Honolulu, HI 96817. Electronic mail and facsimile transmissions shall not be accepted.
Notice of Award:	December 2013
Contract Start Date:	January 15, 2014, 12:01 p.m. HST
Date: _____	
Company:	_____
Address:	_____
Phone No.	Cell No.
_____	_____
Fax No.	_____
_____	_____
Email Address:	_____
Contact Person:	_____
_____	_____

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the proposal:

- ☒ Hawaii Compliance Express, Certificate ☒ Corporate Resolution
☒ Wage Certificate

The following shall be submitted prior to start of contract, no later than January 5, 2014:

- ☒ Certificate of Insurance
☐ Other: _____